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15 January 2018

NOTIFICATION
Clearing-House Mechanism Award

Madam/Sir,

In decision XII/2 B, paragraph 15, the Conference of the Parties to the Convention on Biological Diversity requests the Executive Secretary to propose, in collaboration with the informal advisory committee to the clearing-house mechanism (CHM-IAC), a process to grant, at the thirteenth, fourteenth and fifteenth meetings of the Conference of the Parties, subject to the availability of resources, an award to the Parties that have made the most significant progress in the establishment or further development of their national clearing-house mechanisms. Additionally, Parties are strongly encouraged to accelerate the establishment and development of their national clearing-house mechanisms where they have not done so.

In response to this decision, and following consultations with the CHM-IAC, I am pleased to convey in annex I below the modalities for granting the award referred to above at the fourteenth meeting of the Conference of the Parties. Please also find in annex II, an overview of the expected role of a national clearing-house mechanism and in annex III, a questionnaire to collect information about the status of your national clearing-house mechanism as well as your plans to improve it. You are kindly requested to return this questionnaire by e-mail to secretariat@cbd.int by **31 July 2018** under the subject "CHM Award". Alternatively, this questionnaire can be filled online at <https://www.chm-cbd.net/award/cop14/questionnaire>. It is highly recommended that Parties use the online version, as one of its advantages is that it can be completed on an ongoing basis between now and the questionnaire deadline.

I would like to take this opportunity to inform you that, thanks to the support of the Government of Japan, through its Japan Biodiversity Fund, the Secretariat has developed a tool, called Bioland, to assist Parties in the establishment of their national clearing-house mechanisms. Any Party that currently has no operational national clearing-house mechanism, or would like to redesign its existing one, is therefore encouraged to use this tool in order to establish its new or redesigned national clearing-house mechanism by mid-2018. More information on the Bioland tool and how to benefit from it is available in annex IV.

Should you need any further information on the above, please do not hesitate to contact the CHM team by e-mail at chm@cbd.int. I look forward to a stimulating competition and wish good luck to all Parties.

Please accept, Madam/Sir, the assurances of my highest consideration.

Cristiana Paşca Palmer, PhD
Executive Secretary

Attachments

To: CBD and CHM National Focal Points



Modalities for the Clearing-House Mechanism (CHM) Award at COP 14

Purpose

The purpose of the CHM Award is to formally recognize the Parties that have made the most significant progress in the establishment or further development of their national clearing-house mechanisms, and it is a way to encourage Parties to make further efforts to do so. This award will be granted through a certificate signed by the Executive Secretary of the Convention on Biological Diversity.

Participation

Each existing national CHM will be assessed provided that the requested relevant information is submitted to the CBD Secretariat through the corresponding questionnaire.

Categories of Awards

There will be two categories of awards:

- One for Parties that had already established their national CHMs by COP 13.
- One for Parties that have established their national CHMs after COP 13 and prior to COP 14.

Please refer to annex V to see in which category your national CHM will be assessed.

In each category, three awards will be granted:

1. The gold award for the winner.
2. The silver award for the second position.
3. The bronze award for the third position.

Certificates of Achievement

Upon recommendations of the Jury, the Executive Secretary may also grant a Certificate of Achievement to Parties that have made significant progress in the development of their national CHM between COP 13 and COP 14.

Jury

- A jury will be established by the Executive Secretary and will include some CHM-IAC members to ensure regional representation.
- Jury members who are Party representatives will not be allowed to assess their own national CHM.
- Guidance will be provided to jury members.

Criteria

The criteria in the table below will be used to assess each national CHM.

Criteria to assess national clearing-house mechanisms

Aspects	Criteria
Content	<p>Information on:</p> <ul style="list-style-type: none"> - Biodiversity in the country - National strategy and action plan (NBSAP) - Progress towards national and/or Aichi Biodiversity Targets - Overall support to the national reporting and NBSAP processes - Biodiversity thematic areas and cross-cutting issues as well as on biosafety and access and benefit-sharing at the national level - Corresponding implementation activities in the country - National and applicable regional legislation - Regional or international cooperation, collaboration, and networking - Scientific and technical references - Case studies, assessments, reports, ... - News and events - Links to other national websites - Other relevant resources
Online services	<ul style="list-style-type: none"> - Search engine - Online databases (species, protected areas, document, experts, ...) or links to these databases - Online submission services, in particular on information related to national implementation - Collaboration tools (forums, blogs, social network services) - Other modern services (e.g. maps)
Layout	<ul style="list-style-type: none"> - Home page - Design and attractiveness of the site - Menu and navigation - Overall user-friendliness - Appearance on mobile devices - Appearance of printed pages
Visibility and usage	<ul style="list-style-type: none"> - Ranking after an Internet search of “Biodiversity [Country]” in the language of the site - Web statistics (page views) - Availability in more than one language (if applicable) - Activities undertaken to promote awareness of the national CHM (meetings, brochures, ...) - Use of the national CHM by thematic groups and other stakeholders
Content management	<ul style="list-style-type: none"> - Use of a content management system (CMS) - Number of updates in the current year and the previous year - Frequency of locally-generated updates - Number of active contributors - interaction with visitors (feedback) - Use of terminology/metadata - System(s) in place to gather and analyze statistics (based on reports provided) - Content translation (if site is available in several languages)
Governance	<ul style="list-style-type: none"> - Strategy and roadmap to maintain and improve the national CHM - Coordination committee - National collaboration, and synergies with the national planning and reporting processes - History and evolution (document, presentation, or case study) - Level of adherence to guidance for developing national CHMs (http://www.cbd.int/chm/guidance) - Information provided to the CBD Secretariat (questionnaires, web statistics, reports, ...)

Overview of the Role of a National Clearing-House Mechanism

The clearing-house mechanism (CHM) is a two-way information exchange platform which can contribute to planning, implementation and reporting in the context of the Convention on Biological Diversity (CBD). It was established in accordance with Article 18.3 of the Convention to promote scientific and technical cooperation, and its evolution has been guided by COP decisions, the most recent being decisions X/15, XI/2 B, XII/2 B and XIII/23. The CHM is a global network, with the CBD website as a central hub, linked to national CHMs at country level, and partner institutions at thematic or regional levels.

In this context, a national CHM should provide specific information services to facilitate the implementation of the NBSAP at country level. Consequently, an NBSAP should include a strategic vision for the national CHM and, where appropriate, a realistic roadmap for its operationalization and further development based on anticipated resources. The information services provided by the national CHM will thus effectively respond to national needs identified by the NBSAP.

Even with limited resources, a national CHM can be effective by:

- Being available in the national language(s).
- Providing a brief online version of the latest NBSAP and national report for easy reference (e.g. executive summary).
- Providing news on major national events related to biodiversity.
- Providing links to information on national biodiversity, especially if these links are in the NBSAP or national report.
- Providing a directory of institutions and expertise related to NBSAP implementation.
- Providing a space where national stakeholders can express their views and announce their biodiversity related events and activities.
- Providing, whenever possible, additional content or links that respond to other identified national information needs.

More details on what is expected from a national CHM can be found on pages 7-11 of the CHM work programme (UNEP/CBD/COP/11/31) available at: <http://www.cbd.int/doc/meetings/cop/cop-11/official/cop-11-31-en.pdf>.

Annex III

Questionnaire on the National Clearing-House Mechanism

Notes:

- This questionnaire can be completed online at <https://www.chm-cbd.net/award/cop14/questionnaire>. It is highly recommended that Parties use the online version, as one of its advantages is that it can be completed on an ongoing basis between now and 31 July 2018.
- Questionnaires completed offline using the template below should be e-mailed to secretariat@cbd.int by the CBD or CHM NFP by 31 July 2018.
- This questionnaire should be filled even if your country has not yet established its national CHM.
- If your country has participated in the CHM Award at COP 13, you may skip any question marked with an asterisk (*) if the answer in the previous questionnaire is still valid. Otherwise please answer by providing an update.
- If your country has a national CHM which is not listed under www.cbd.int/chm/network, please formally notify the CBD Secretariat of the existence of this website through an email to secretariat@cbd.int sent by the CBD or CHM NFP.
- This questionnaire will be taken into account for assessing the progress made in the development of your national CHM. Your national CHM will not be assessed if this questionnaire is not completed and returned.

Submission date:	
Name:	
E-mail:	
Job title:	
Organization:	
Government:	
National CHM URL:	

History

1. * Please summarize the evolution of your national CHM to date. Please focus on key actions and achievements, and indicate milestone dates (e.g. website launch or revamp).

Current Situation

2. * Please provide some technical information about your national CHM, in particular:
 - a. its content management system (CMS) or toolkit
 - b. its backend database
 - c. its method to collect web statistics
 - d. the name and email of the webmaster in order to get further details.
3. * Please provide a list of links to the main online services or web pages of your national CHM in order to show that it meets some of the criteria described in annex I.

Strategic Vision and Planning

4. * Please summarize the current strategic vision to establish or further develop your national CHM, and how it is expected to contribute to the implementation of your NBSAP.
5. Please describe the expected progress in the establishment or further development of your national CHM by 30 June 2018. If possible, please include a roadmap of actions with their corresponding objectives.

Progress between 1 January 2017 and 30 June 2018

6. Please summarize the evolution of your national CHM between 1 January 2017 and 30 June 2018.
7. Please provide a list of links to new content or online services that were created on your national CHM between 1 January 2017 and 30 June 2018.
8. If you have means to monitor the use of your national CHM (e.g. Google Analytics), please provide the web statistics for the visits in 2017 and the first half of 2018.
9. If you have means to monitor the content updates of your national CHM, please provide statistical reports on these updates in 2017 and the first half of 2018.

Knowledge Sharing

10. * What lessons have you learned so far in the process of developing your national CHM?
11. * What “good practices” would you recommend to other Parties in the process of establishing or further developing their national CHM?
12. Please provide any additional relevant information related to the progress in the recent development of your national CHM.
13. Do you authorize the CBD Secretariat to publicly share the information submitted in this questionnaire?
 - Yes
 - No
 - Partially. If so, please indicate which information CANNOT be shared.

Annex IV
About the Bioland Tool

Purpose

Feedback from Parties has revealed that establishing and maintaining effective national CHMs is a challenging undertaking. The primary goal of the Bioland tool is facilitate the establishment and maintenance of national CHMs by Parties that have not yet done so.

What is the Bioland tool?

The Bioland tool is essentially a basic generic national CHM that can be made available online to interested Parties for them to easily share information related to their NBSAPs and their implementation, as well as additional information about national biodiversity. Its key features are:

- **National CHM within the CHM network** – Each national CHM website established with the Bioland tool has a URL within the CHM network domain (chm-cbd.net). A typical URL for a national CHM would be [https://biodiversity-\[country\].chm-cbd.net](https://biodiversity-[country].chm-cbd.net).
- **Freely centrally hosted** – A Party using the Bioland tool does not need to pay any web hosting cost for its national CHM.
- **Secure** – All national CHMs established with the Bioland tool are secured through a web certificate (e.g. Use of the HTTPS protocol through Secure Socket Layers).
- **Maintained by the CBD Secretariat** – The CBD Secretariat will provide the technical support to maintain the Bioland tool.
- **Interconnected to the central CHM** – Official national content available at the central CHM (e.g. National Focal Points, NBSAPs, National Reports, etc.) is automatically transferred to a national CHM established with the Bioland tool. Parties do not have to enter the same information twice.
- **National content managed by Party** – Each national CHM established with the Bioland tool will have at least one National Content Manager (NCM) designated by the CBD or CHM National Focal Point. The NCM is responsible for deciding what can be published on the national CHM. The NCM can be assisted by one or more National Content Contributors (NCC) who can draft content to be approved by the NCM.
- **Shared content managed by the CBD Secretariat** – National CHMs established with the Bioland tool may share some common content, such as general references or common vocabularies. This shared content will be managed by the CBD Secretariat.
- **National and network search** – Each national CHM will have its national search engine, and national content will also be searchable through a global CHM network search engine.
- **Web statistics** – Each national CHM established with the Bioland tool will have statistical information about how its content is used.
- **Multilingual** – A Party can decide in which language(s) its national CHM should to be established.
- **Customizable** – A Party can customize some aspects of its national CHM, such as its menus, content, and visual appearance. However, advanced customization requests may require a feasibility study and additional resources.
- **Interoperable** – The content of a national CHM built with the Bioland tool can be made interoperable through a public application programming interface (API). This API can then be used by external web application to extract content from the national CHM.
- **Open Source** – The Bioland tool is built using available open-source technologies and software.

What is the development status of the Bioland tool?

A first version of the tool is available and is demonstrated at <https://demo.chm-cbd.net>. Thanks to further funding from the Japan Biodiversity Fund, an enhanced version is under development. The use of the enhanced version is recommended and the CBD Secretariat will inform Parties when this new version is available.

The Bioland tool is expected to evolve over time. Its evolution will be guided by user feedback and advice from the CHM Informal Advisory Committee (CHM-IAC).

How to benefit from the Bioland tool?

A Party interested in using the Bioland tool should contact the CBD Secretariat. The typical process is expected to be as follows:

- The CHM NFP sends an email to the Secretariat to express its interest in making use of the Bioland tool to establish its national CHM.
- The CBD Secretariat acknowledges receipts and requests some basic information to setup a development version of the national CHM, including its language(s) and contact details of the members of the national CHM team who will be working on it (e.g. National Content Manager(s) and Content Contributor(s)).
- Upon receipt of such information, the CHM team of the CBD Secretariat creates a development version of the national CHM and grants the national CHM team appropriate access to it.
- Some interaction is expected between the CHM team of the CBD Secretariat and the national CHM team to discuss the development of the national CHM, including content preparation, expected customization and the training of the national CHM team.
- The national CHM team starts preparing the national CHM, with assistance from the CBD Secretariat as needed.
- Once the site is ready, some testing and review is expected to take place.
- The Party will decide how and when to launch its new national CHM.
- After the launch, the CHM NFP will be responsible for ensuring that the National CHM remains up-to-date.
- After the launch, the CBD Secretariat will be responsible for ensuring that the Bioland tool and its web infrastructure remain operational and well-maintained. The CBD Secretariat will also manage the shared content of the Bioland tool.

Annex V

Status of National Clearing-House Mechanisms

This section contains two tables:

- The list of Parties with an existing national clearing-house mechanism; These Parties will be assessed for the CHM Award under the "Existing National Clearing-House Mechanism" category;
- The list of Parties without national clearing-house mechanism; These Parties will be assessed for the CHM Award under the "New National Clearing-House Mechanism" category if they establish their national CHM before 30 June 2018.

If your Party or your National CHM is not correctly listed below, please contact the CBD Secretariat at secretariat@cbd.int as soon as possible.

List of Parties with an Existing National CHM

#	Party	Code	National CHM URL
1	Australia	au	http://www.environment.gov.au/biodiversity
2	Austria	at	http://at.chm-cbd.net
3	Bahrain	bh	http://www.biodiv.be/bahrain
4	Belarus	by	http://www.biodiv.by
5	Belgium	be	http://www.biodiv.be
6	Benin	bj	http://bj.chm-cbd.net
7	Bosnia and Herzegovina	ba	http://www.bih-chm-cbd.ba
8	Brazil	br	http://www.mma.gov.br/biodiversidade
9	Bulgaria	bg	http://chm.moew.government.bg
10	Burkina Faso	bf	http://bf.chm-cbd.net
11	Burundi	bi	http://bi.chm-cbd.net
12	Cambodia	kh	http://www.chm.gdancp-moe.org
13	Cameroon	cm	http://cm.chm-cbd.net
14	Canada	ca	http://www.biodivcanada.ca
15	Central African Republic	cf	http://cf.chm-cbd.net
16	Chad	td	http://td.chm-cbd.net
17	Chile	cl	http://www.mma.gob.cl/biodiversidad/1313/w3-channel.html
18	China	cn	http://english.biodiv.gov.cn
19	Colombia	co	http://co.chm-cbd.net
20	Comoros	km	http://km.chm-cbd.net
21	Congo	cg	http://cg.chm-cbd.net
22	Costa Rica	cr	http://www.sinac.go.cr
23	Côte d'Ivoire	ci	http://ci.chm-cbd.net
24	Cuba	cu	http://www.ecosis.cu/biocuba/chm/chmcuba.htm
25	Czech Republic	cz	http://chm.nature.cz
26	Democratic Republic of the Congo	cd	http://cd.chm-cbd.net
27	Denmark	dk	http://eng.mst.dk/chm

#	Party	Code	National CHM URL
28	Dominican Republic	do	http://www.ambiente.gob.do
29	El Salvador	sv	http://www.marn.gob.sv
30	Estonia	ee	http://btv.eelis.ee
31	Ethiopia	et	http://et.chm-cbd.net
32	European Union	eur	http://biodiversity.europa.eu
33	Finland	fi	http://www.biodiversity.fi
34	France	fr	http://biodiv.mnhn.fr
35	Gabon	ga	http://ga.chm-cbd.net
36	Germany	de	http://www.bmub.bund.de/P4160-1
37	Ghana	gh	http://gh.chm-cbd.net
38	Grenada	gd	http://gd.chm-cbd.net
39	Guatemala	gt	http://www.chmguatemala.gob.gt
40	Guinea	gn	http://gn.chm-cbd.net
41	Guyana	gy	http://gy.chm-cbd.net
42	Honduras	hn	http://www.chmhonduras.org
43	Hungary	hu	http://www.biodiv.hu
44	Iceland	is	http://eng.umhverfisraduneyti.is
45	India	in	http://envfor.nic.in/envis/envis.html
46	Iran (Islamic Republic of)	ir	https://biodiversity.doe.ir
47	Iraq	iq	http://www.moen.gov.iq
48	Italy	it	http://www.minambiente.it
49	Jamaica	jm	http://www.jamaicachm.org.jm
50	Japan	jp	http://www.biodic.go.jp
51	Kazakhstan	kz	http://fhc.kz
52	Kenya	ke	http://meas.nema.go.ke/cbdchm
53	Latvia	lv	http://biodiv.daba.gov.lv
54	Lebanon	lb	http://biodiversity.moe.gov.lb
55	Luxembourg	lu	http://www.mev.etat.lu
56	Madagascar	mg	http://mg.chm-cbd.net
57	Malaysia	my	http://www.mybis.gov.my
58	Maldives	mv	http://www.environment.gov.mv/biodiversity
59	Mali	ml	http://ml.chm-cbd.net
60	Mauritania	mr	http://mr.chm-cbd.net
61	Mexico	mx	http://www.biodiversidad.gob.mx
62	Morocco	ma	http://ma.chm-cbd.net
63	Myanmar	mm	http://www.myanmarchm.gov.mm
64	Netherlands	nl	http://nl.chm-cbd.net
65	New Zealand	nz	http://www.biodiversity.govt.nz
66	Niger	ne	http://ne.chm-cbd.net

#	Party	Code	National CHM URL
67	Nigeria	ng	http://www.chm-cbd.com.ng
68	Norway	no	http://chm-root.eea.europa.eu/chm_no
69	Palau	pw	http://palau.chm-cbd.net
70	Panama	pa	http://www.chmpanama.gob.pa
71	Philippines	ph	http://www.chm.ph
72	Poland	pl	http://biodiv.gdos.gov.pl
73	Republic of Korea	kr	http://www.cbd-chm.go.kr/english
74	Republic of Moldova	md	http://chm.biodiversitate.md
75	Russian Federation	ru	http://www.ruschem.ru
76	Rwanda	rw	http://rw.chm-cbd.net
77	Saint Lucia	lc	http://www.biodivslu.org
78	Serbia	rs	http://biodiverzitet-chm.rs
79	Seychelles	sc	http://seychellesbiodiversitychm.sc
80	Slovenia	si	http://chm.zrsvn.si
81	Spain	es	http://www.mma.es/conserv_nat/biodiv
82	Sudan	sd	http://sd.chm-cbd.net
83	Sweden	se	http://www.naturvardsverket.se/cbd
84	Switzerland	ch	http://www.sib.admin.ch
85	Thailand	th	http://chm-thai.onep.go.th
86	Togo	tg	http://tg.chm-cbd.net
87	Trinidad and Tobago	tt	http://www.ema.co.tt
88	Tunisia	tn	http://www.chm-biodiv.nat.tn
89	Uganda	ug	http://chm.nemaug.org
90	United Kingdom of Great Britain and Northern Ireland	gb	http://uk.chm-cbd.net
91	Uruguay	uy	http://www.mvotma.gub.uy/biodiversidad-del-uruguay
92	Venezuela (Bolivarian Republic of)	ve	http://diversidadbiologica.minamb.gob.ve
93	Yemen	ye	http://ye.chm-cbd.net
94	Zambia	zm	http://zm.chm-cbd.net

List of Parties without National CHM or with a National CHM established after COP 13

#	Party	Code	National CHM URL (if established after COP 13)
1	Afghanistan	af	
2	Albania	al	
3	Algeria	dz	
4	Andorra	ad	
5	Angola	ao	
6	Antigua and Barbuda	ag	
7	Argentina	ar	

#	Party	Code	National CHM URL (if established after COP 13)
8	Armenia	am	
9	Azerbaijan	az	
10	Bahamas	bs	
11	Bangladesh	bd	
12	Barbados	bb	
13	Belize	bz	
14	Bhutan	bt	
15	Bolivia (Plurinational State of)	bo	
16	Botswana	bw	
17	Brunei Darussalam	bn	
18	Cabo Verde	cv	
19	Cook Islands	ck	
20	Croatia	hr	
21	Cyprus	cy	
22	Democratic People's Republic of Korea	kp	
23	Djibouti	dj	
24	Dominica	dm	
25	Equatorial Guinea	gq	
26	Ecuador	ec	
27	Egypt	eg	
28	Eritrea	er	
29	Fiji	fj	
30	Gambia (the)	gm	
31	Georgia	ge	
32	Greece	gr	
33	Guinea-Bissau	gw	
34	Haiti	ht	
35	Indonesia	id	
36	Ireland	ie	
37	Israel	il	
38	Jordan	jo	http://jo.chm-cbd.net ?
39	Kiribati	ki	
40	Kuwait	kw	
41	Kyrgyzstan	kg	
42	Lao People's Democratic Republic	la	
43	Lesotho	ls	
44	Liberia	lr	
45	Libya	ly	
46	Liechtenstein	li	
47	Lithuania	lt	

#	Party	Code	National CHM URL (if established after COP 13)
48	Malawi	mw	
49	Malta	mt	
50	Marshall Islands	mh	
51	Mauritius	mu	
52	Micronesia (Federated States of)	fm	
53	Monaco	mc	
54	Mongolia	mn	
55	Montenegro	me	
56	Mozambique	mz	
57	Namibia	na	
58	Nauru	nr	
59	Nepal	np	
60	Nicaragua	ni	
61	Niue	nu	
62	Oman	om	
63	Pakistan	pk	
64	Papua New Guinea	pg	
65	Paraguay	py	
66	Peru	pe	
67	Portugal	pt	
68	Qatar	qa	
69	Romania	ro	
70	Saint Kitts and Nevis	kn	
71	Saint Vincent and the Grenadines	vc	
72	Samoa	ws	
73	San Marino	sm	
74	Sao Tome and Principe	st	
75	Saudi Arabia	sa	
76	Senegal	sn	
77	Sierra Leone	sl	
78	Singapore	sg	
79	Slovakia	sk	
80	Solomon Islands	sb	
81	Somalia	so	
82	South Africa	za	
83	South Sudan	ss	
84	Sri Lanka (2017-05-15)	lk	http://lk.chm-cbd.net
85	State of Palestine	ps	
86	Suriname	sr	
87	Swaziland	sz	

#	Party	Code	National CHM URL (if established after COP 13)
88	Syrian Arab Republic	sy	
89	Tajikistan	tj	
90	The former Yugoslav Republic of Macedonia	mk	
91	Timor-Leste	tl	
92	Tonga	to	
93	Turkey	tr	
94	Turkmenistan	tm	
95	Tuvalu	tv	
96	Ukraine	ua	
97	United Arab Emirates	ae	
98	United Republic of Tanzania	tz	
99	Uzbekistan	uz	
100	Vanuatu	vu	
101	Viet Nam	vn	
102	Zimbabwe	zw	